

**CITY OF ELK RIVER
SAFETY COMMITTEE
FIRE STATION #2 (ORONO PARKWAY)
MINUTES OF WEDNESDAY, AUGUST 19, 2015**

Members present: T. John Cunningham, Safety Coordinator; Katie Haase, Human Resources; Jeff Smith, Fire and Building Safety; Lori Stich, Finance; Nick Flaherty, WWTP; Mike Thiry, Utilities (Electric); Steve Benoit, Recreation; Tanner Anderson, Streets; Tony Siebert, Arena; Lauren Wipper, Human Resources.

Members absent: Jake Larsen, Liquor Stores; Parks; Eric Volk, Utilities (Water); Amy Humphrey, Police; Jim Lebrun, Building Maintenance.

1. Call meeting to order

The Safety Committee was called to order at 1:35 p.m.

2. Approve the Agenda for August 19, 2015

Motion to approve agenda was made by Steve Benoit and seconded by Tony Seibert. Motion carried.

3. Approve the Safety Committee Minutes for June 17, 2015

Motion to approve the minutes for the June 17, 2015, meeting was made by Jeff Smith and seconded by Tanner Anderson. Motion carried.

4. Accident Review

None.

5. Department Updates/Concerns

5.1 Administration (Lori Stich)

- Concerns over cord on walkway behind fire station #2.
- Fire extinguishers being marked at fire stations for monthly checks.

5.2 Street Division (Tanner Anderson)

None

5.3 Parks Division

2 man post pounder broke again, although forks were fixed. *Committee recommended it be directed to supervisor.*

5.4 Recreation Division (Steve Benoite)

None

5.5 Waste Water Treatment (Nick Flaherty)

None

5.6 ERMU – Electrical Department (Mike Thiry)

Working on lock-out/tag-out program.

- 5.7 ERMU – Water Department (Eric Volk)
Absent
- 5.8 Building Maintenance (Jim Lebrun)
None
- 5.9 Liquor Stores (Jake Larsen)
Absent
- 5.10 Police (Amy Humphrey)
None
- 5.11 Ice Arena (Tony Seibert)
None
- 5.12 FABS (Jeff Smith)
None
- 5.13 Human Resources (Lauren Wipper and Katie Haase)
None

6. Training

- 6.1 Update will be presented at next meeting.
- 6.2 No updates.

7. Old Business

- 7.1 AED signage for maintenance facility
Signs have been placed. Appears some signs have fallen down/ removed. Will be forwarded to building maintenance. Remove from list.
- 7.2 Facility checklist template
New template is complete and is now web-based. Committee members should submit checklist using web form. Remove from list.
- 7.3 Two-person post pounder.
See Parks Division update above; remove from list.
- 7.4 Electrical breakers/panels at maintenance facility
In-progress; leave on list.
- 7.5 Committee by-laws
Update completed; remove from list.

8. New Business

- None

9. Adjournment

There being no further business, the meeting of the Safety Committee adjourned at 2:15 p.m.

T. John Cunningham